



Recovery Friendly Workplace Initiative



We do recover.



Early Adopters





Recovery Friendly Workplace Initiative

Recovery Friendly Workplace Initiatives work to combat stigma, create healthier workplaces for all, and establish avenues for support for employers to share with their valued employees and their loved ones.

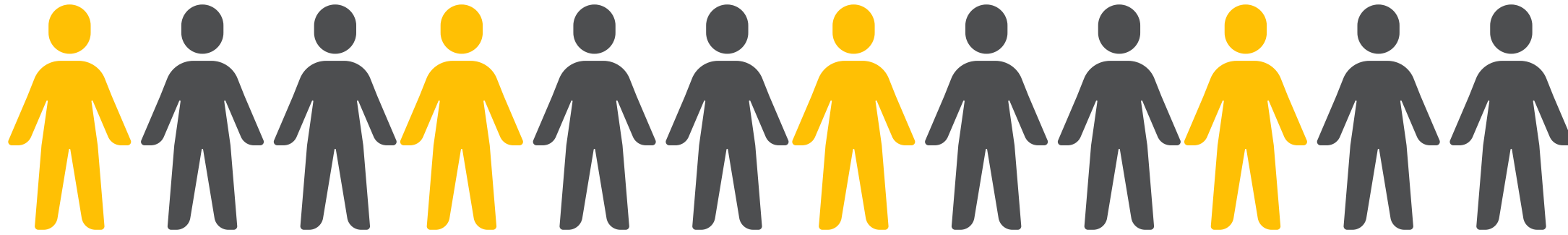
“Recovery is a process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential. (SAMHSA 2012)”

What?





Recovery Friendly Workplace Initiative



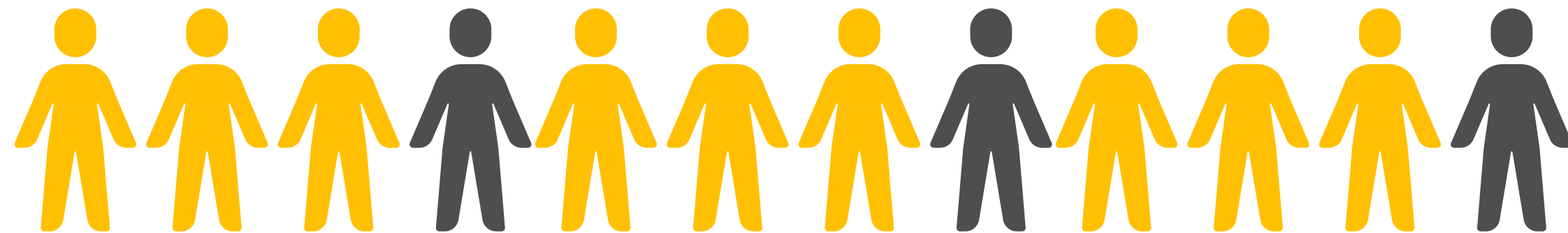
Who?

1 in 3 individuals are affected by substance use.

(Psychiatry.org).

**23 million Americans
identify as being in
recovery from the
effects of substance use.**

([Faces and Voices of Recovery](http://FacesandVoicesofRecovery.org)).



75% of people who use substances are employed.

([National Safety Council](http://NationalSafetyCouncil.org)).



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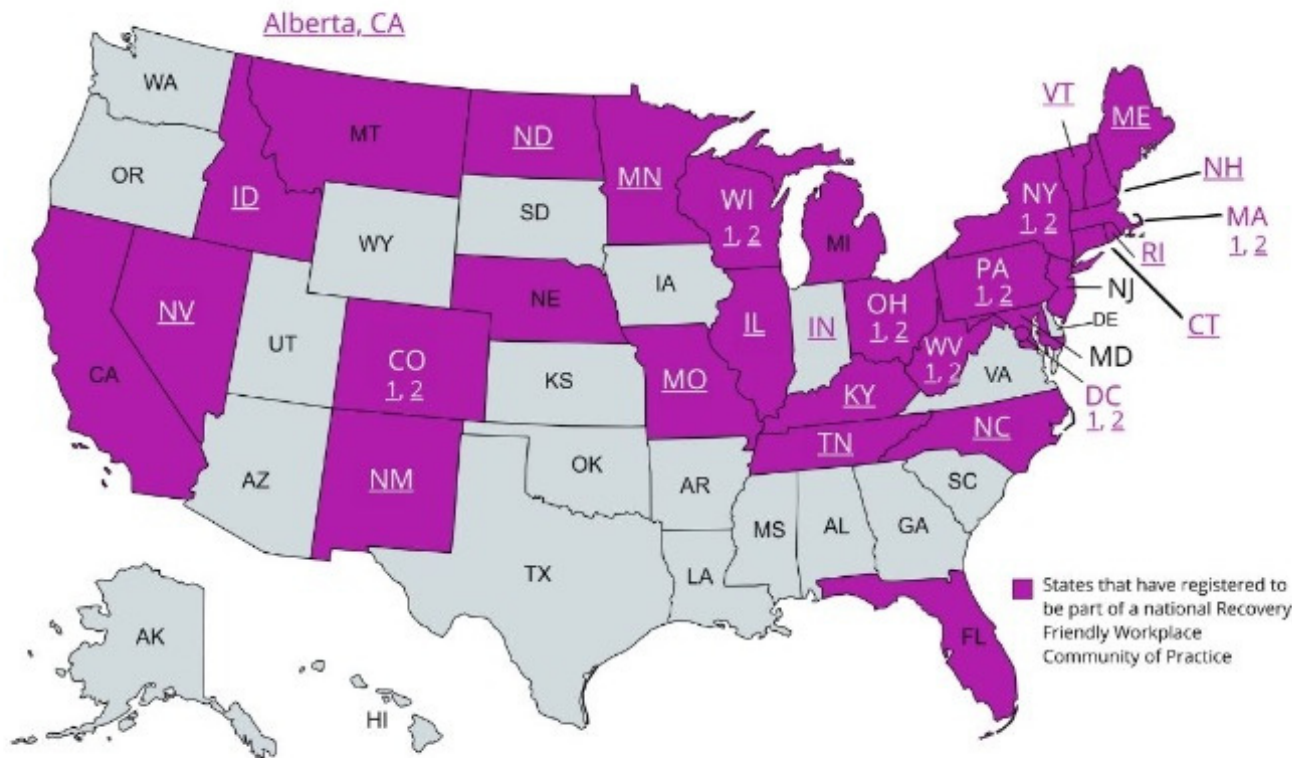
Recovery Friendly Workplace Initiative

Recovery Friendly Workplace

New Hampshire

[Home](#) [About](#) [Join Us](#) [Designees](#) [Support](#) [Media](#) [Contact](#)

Recovery Friendly Workplace Engagement by State



Created by: NH's Recovery Friendly Workplace initiative, 2022; base map from mapchart.net

The first RFWI was launched in New Hampshire in March of 2018 as an initiative of Governor Chris Sununu.



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R³ RECOVERY CENTER

Wilkes Recovery Revolution is a nonprofit organization whose mission is to create a community where recovery is possible through **restoring hope, repairing lives, and rebuilding community.**

1907 West Park Drive N.
Wilkesboro, NC 28659
336-818-1909





Recovery Friendly Workplace Initiative

**14 Designated
Workplaces**

**5 Workplaces
In process**

**53 Employers,
Staff Trained**

**1 Toolkit Created
(1 in progress)**

**2 Trainings
Developed**

**National *TWH*®
Affiliation**

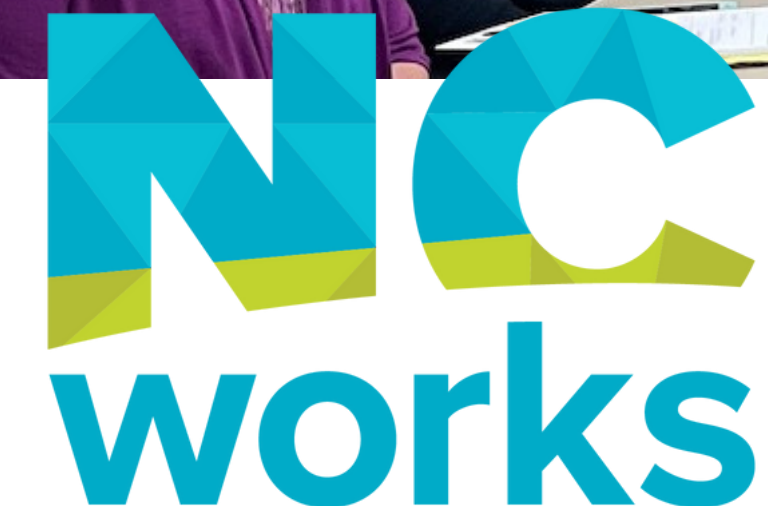
**1 of 4 serving on a
national steering
committee**



**Collaboration w/
over 35 states**



Recovery Friendly Workplace Initiative



**20+ NCWorks
staff trained
on recovery
across the
region**

**WIOA
contracts for
OJT,
certifications,
and WEX**

**Designated
Recovery
Coaches on
staff at
NCWorks**

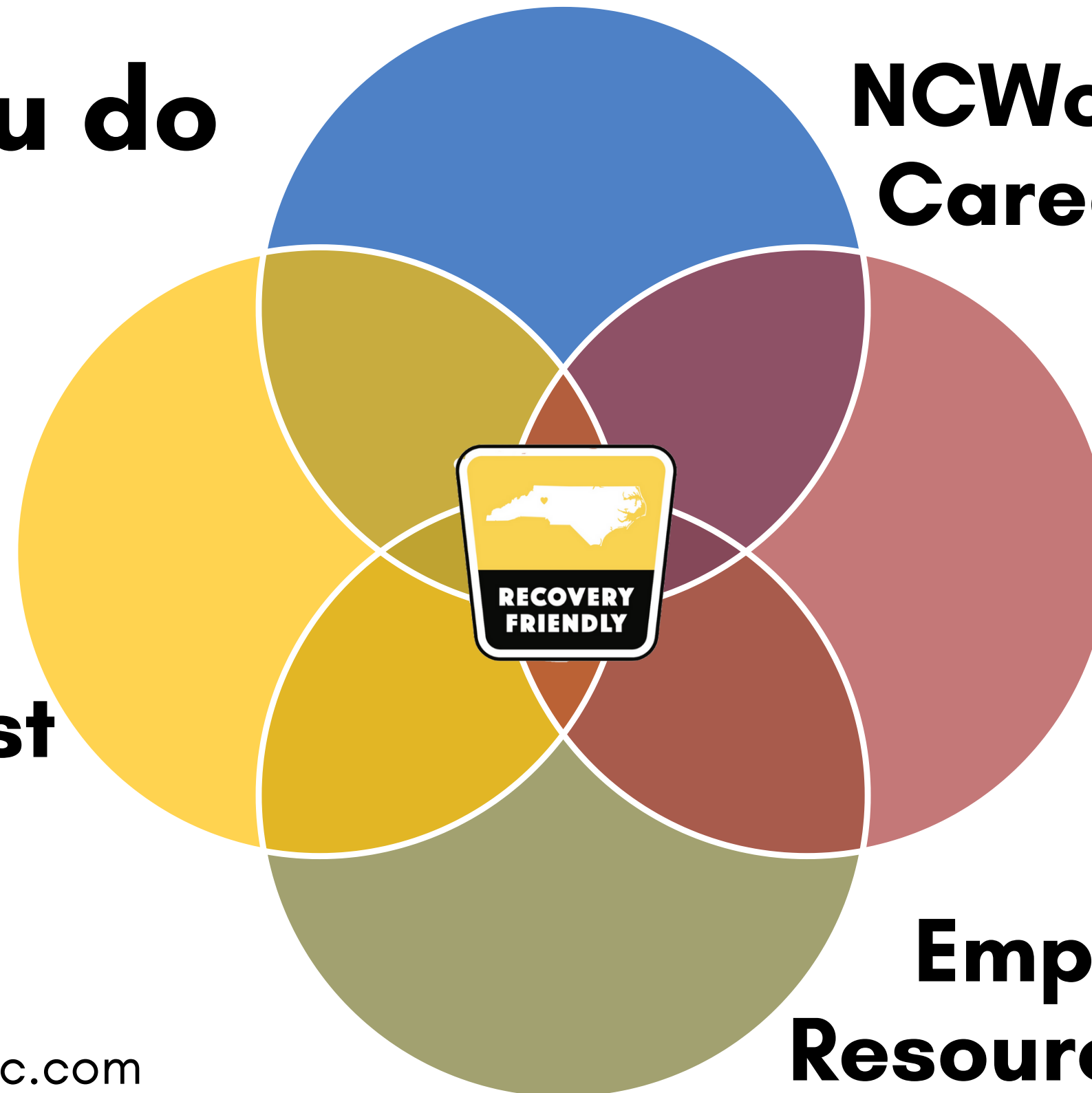
**Shared
community
engagement,
resource
events, etc.**





Scope of Practice in Recovery Support for Job Seekers

What can you do to help?



**NCWorks Staff /
Career Advisor**

**Clinical Mental
Health Provider**

**Employer/Human
Resources Professional**

**Certified Peer
Support Specialist**



How is Stigma Defined?



a set of negative and often unfair beliefs that a society or group of people have about something

Public stigma involves the negative or discriminatory attitudes that others have about mental illness.

Self-stigma refers to the negative attitudes, including internalized shame, that people with mental illness have about their own condition.

Institutional stigma is more systemic, involving policies of government and private organizations that intentionally or unintentionally limit opportunities for people with mental illness. Examples include lower funding for mental illness research or fewer mental health services relative to other health care.



Stigmatizing Language

Positive vs Negative Connotation

Object vs Person-Centered

Self-Defined vs Societal Definitions

Helpful vs Harmful









Suggested vs Commonly Used





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Substance Abuse and Mental Health Services Administration (SAMHSA)'s Eight Dimensions of Wellness

	Intellectual	Dive into personal interests, continue your education, brain exercises, & conversation
	Emotional	Honor feelings as they come, self-care, relationships of trust, & stress management
	Physical	Exercise, stretching, nutrition, sleep habits, chronic illness management & prevention
	Social	Community service/involvement, support groups, setting aside time for fellowship
	Occupational	Honor personal values, work-life balance, coworker relations, & career development
	Financial	Income is sufficient to cover expenses, manage debt, save for goals/retirement
	Environmental	Safe spaces, clean and clutter-free space, attention to scenery, reduce waste, recycle
	Spiritual	Evaluate, uphold, and act on your beliefs and world-views, meditation, & community





Recovery Friendly Workplace Initiative

Primary

- Focused on reducing the occurrence of illness or injury.
- Education about wellness, safety, stigma, etc.
- Not targeted. For the general public.

Secondary

- Early intervention measures to prevent severity or progression of illness or injury.
- Access to resources, behavior modification efforts, education about risk factors.

Tertiary

- Efforts to lessen the impact of ongoing illness or injury.
- Aimed at preventing secondary effects of illness or injury.
- Treatment and maintenance.



SAMHSA's Center for the Application of Prevention Technologies

https://cadca workstation.org/public/DEA360/Shared%20Resources/Root%20Causes%20and%20other%20research/Crosswalk%20PST_USI_models%20with%20NMUPD_PDO__%20examples_9_27_2016_revised.pdf



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National Safety
Council Website



NSC Workplace
Resources

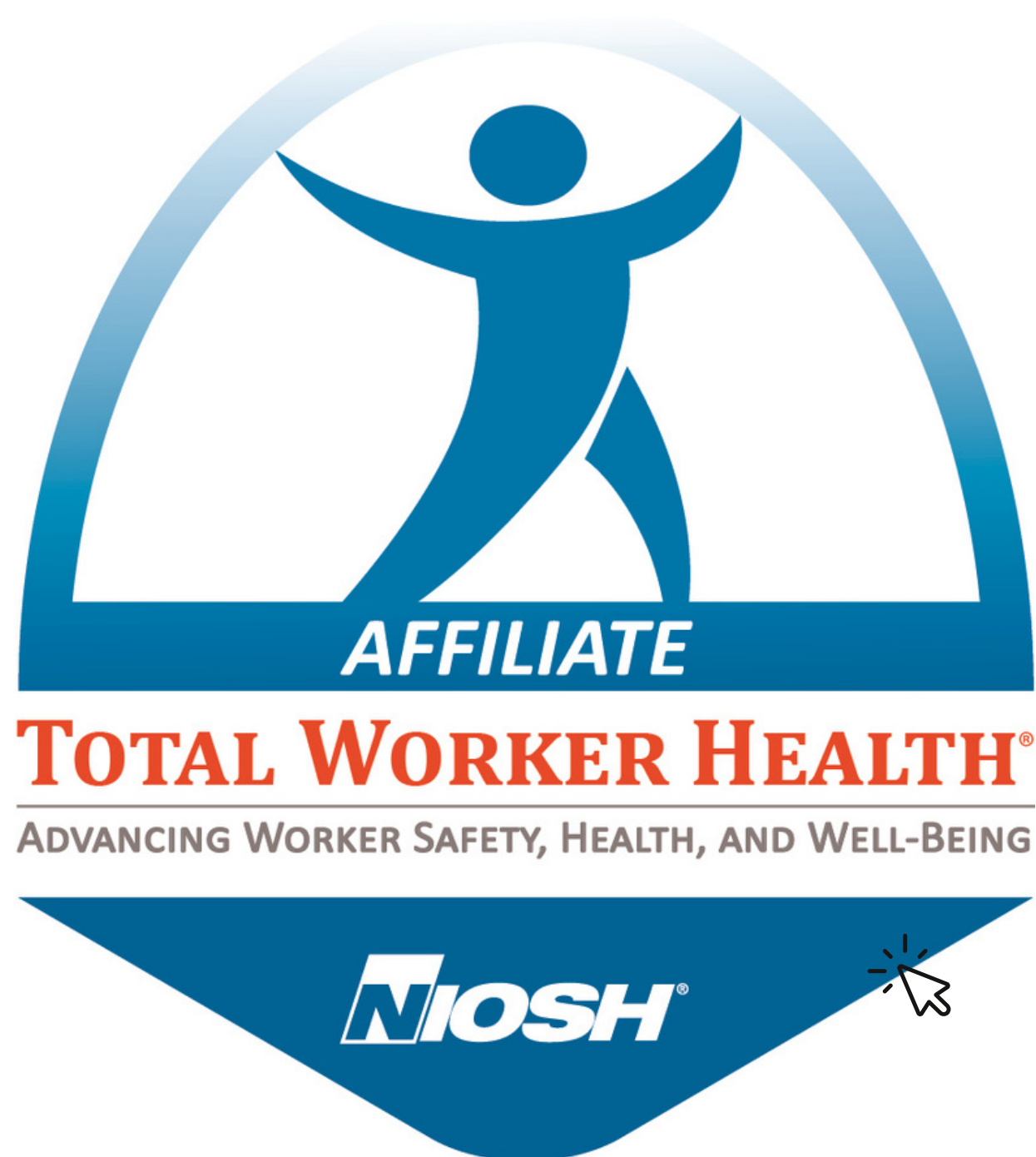


NSC Steps to Address Perceived Impairment





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'The Total Worker Health® program was launched by the National Institute for Occupational Safety and Health (NIOSH) to advance the overall safety, health, and well-being of workers. The Total Worker Health (TWH) approach is defined as policies, programs, and practices that integrate protection from work-related safety and health hazards with promotion of injury and illness prevention efforts to advance worker well-being.'



Recovery Friendly Workplace Initiative

Toolkit



Recovery Friendly Workplace Introduction



Thank you for taking this step towards learning more about Recovery Friendly Workplaces (RFWs) and their critical role in fighting the disease of addiction.

The bottom line is that recovery is good for business. In this toolkit we will share statistics on the economic, environmental, and social benefits of becoming an RFW, among other benefits that will be felt community-wide.

Together, we can fight the stigma associated with individuals who use substances and those in recovery, address barriers to employment and retention in our communities, and support each unique path toward wellness.

We can't do this without you—so again, we say, THANK YOU!

An employee in recovery saves their employer an average of \$8,500 per year

Benefits of being a Recovery Friendly Workplace (RFW):

- Increased productivity
- Better retention/less turnover
- Less absenteeism
- Community Partnerships/Exposure
- Healthier, happier employees
- Established avenues for action if an
- A Recovery Friendly Advocate (RFA) employee shows signs for concern

70% of people who use substances are employed. Employers are incurring the costs.

1 in 3 people are affected by substance use personally or through the use of loved ones.

Reduce the stigma of recovery

Connect employers with the resources their valued employees may need

Reduce the financial burden of substance use on employers



Recovery Friendly Workplace Introduction

Checklist



Follow this checklist to ensure your enrollment in the RFW program. Don't hesitate to reach out to your RFA for help. You are taking the first steps to ensure the wellness of your employees. Thank you, and congratulations!

*This Checklist was adapted from the New Hampshire Recovery Friendly Workplace Initiative.

Initial Required Components

- ☐ Submit a letter of intent and participate in orientation.
- ☐ Ensure senior staff and HR management receive trainings and information.
- ☐ Make a written declaration to all employees and staff. Sample text is available.

Additional Components

- ☐ Provide employees with information and resources to promote their overall health and wellness, as well as that of their family and loved ones. We can help with this.
- ☐ Refer employees with signs of substance use disorder to WRR / local resources.
- ☐ Review your substance use policy annually - consider being a Drug Free Workplace.
- ☐ Educate employees on the components and risks of substance use and addiction.
- ☐ Track your completion of this checklist for the review of WRR and other agencies.

Optional Components

- ☐ Create a taskforce to incorporate RFW values into existing health/safety practices.
- ☐ Participate in one recovery or prevention based community activity per year.
- ☐ Work with your assigned RFA to create RFW protocol specific to your workplace.
- ☐ Identify a peer based communication system for employees seeking recovery.



Recovery Friendly Workplace Toolkit

Sample Language Letter of Intent

To whom it may concern,

In an effort to honor a shared commitment to creating healthy, safe, and stigma-free work environments, [Employer name] is choosing to join Wilkes Recovery Revolution in their Recovery Friendly Workplace (RFW) Initiative.

RFWs encourage environments where employers, employees, and communities can collaborate to create positive change and eliminate barriers for those impacted by substance use.

In order to achieve a high level of employee health, safety, and productivity, we will educate, share resources with, and encourage all employees to reach out for help and support.

With hopes of recovery for all,

[Authorized Member of Management]

[Employer Name]

This is sample text. Feel free to use this template, construct your own letter, or use your Recovery Friendly Advocate (RFA) to assist you in constructing a letter specific to your organization, goals for engagement with this initiative, and more!

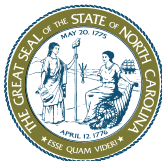


Recovery Friendly Workplace Initiative

Toolkit



Recovery Friendly Workplace Toolkit



NORTH CAROLINA DEPARTMENT of COMMERCE NC COMMERCE REENTRY INITIATIVE

"Our mission is to promote 'Equitable Hiring' to employers, individuals with criminal records, and the community through engagement, education, and partnerships."

Incentives for employers who hire Individuals with a criminal record:

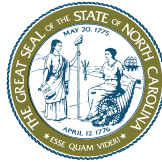
The Federal Bonding Program provides insurance to employers who hire "at-risk" workers, including those with criminal records. The hiring business is eligible for financial protection of \$5,000 for six months after hiring a justice-involved individual. Justice-Involved individuals are eligible for Federal Bonding. The hiring employer must contact an NCWorks Career Center or the State Bonding Coordinator listed below to take advantage of the program. For additional information, you may also visit the Federal Bonding website at www.bonds4jobs.com.

Work Opportunity Tax Credit (WOTC) provides tax incentives for employers who hire justice-involved individuals and other target groups. The tax credit for each target group varies, but the total for a justice-involved individual equals as much as \$2,400. To qualify, the justice-involved individual must be hired within one year of either a felony conviction or release from prison. Contact your local NCWorks Career Center for more information or visit the website: <http://www.nccommerce.com/workforce/businesses/work-opportunity-tax-credit> and or the Department of Labor: <https://www.doleta.gov/business/incentives/opptax/>

100-Day No Fault: If you have to terminate a new employee within a 100-day period, your unemployment insurance account will not be charged. Applicable only to employees terminated within a 100-day period from the date of hiring, due to a bona fide inability to do the work. Employers must request non-charging by contacting the Division of Employment Security. <https://des.nc.gov/DES/Static?page=100DayGuarantee>



Recovery Friendly Workplace Toolkit



NORTH CAROLINA DEPARTMENT of COMMERCE NC COMMERCE REENTRY INITIATIVE

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In Wilkes County, our regional staff member is Vanessa James. Vanessa can help employers and job-seekers engage with this initiative.



Recovery Friendly Workplace Toolkit

Sample Language

Communicating Concern

[Employee], I wanted to take a moment to check in with you. You are a valued member of our team, and I am curious to hear about how you are doing.

Important focus: Don't speak for anyone other than who is in the room. This can create the impression that there has been gossip about the employee. Address the value this employee holds to you, and within the organization. Allow for ample opportunities for the employee to speak. Use active listening.

I have noticed some changes in your work performance. Is there anything going on that I can support you in addressing? I'm happy to connect you with some resources that are outside of the workplace if there is an unmet need.

Important focus: Address changes specific to the workplace. Do not include hearsay or information about personal time. Work performance should be the focus. Offer support and resources.

Thank you for sharing what you are going through. **OR** I understand your hesitancy to share.

Important focus: Honor the employee's engagement in the conversation or lack of comfort in doing so. This will allow for opportunities to address why they are uncomfortable and/or allow for open sharing in the future.

I am happy to provide you with local resources for support, review our policy for short-term leave, or address our expectations that aren't being met currently. We value you as an employee and want to move forward together. I'm happy to schedule a follow-up meeting if needed.

Important focus: Focus on moving forward. Offer the resources you can provide to help. Reconfirm the employee's value in the workplace. Allow for time to process and communicate the potential to revisit at a later date.



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Frequently Asked Questions (FAQs), cont.

How can we engage with this initiative if we can't change any of our policies?

Raise Awareness

About substance use and its risks, about stigma and the ways it affects those who use substances, those in recovery, and those suffering from mental health concerns.

Promote

Your workplace may have restrictions another does not. Help us affect change in our community!

Educate

We can provide your staff with training, posters, and data. You can politely interrupt stigma and share info!

Create a Healthy Workplace

Open and clear lines of communication, resource connection, evidence-based practices for addressing mental health needs, and frequent review of policies and practices support healthy workplaces!

Sticker

Display your sticker to say you are recovery-friendly!

Innovate

This work is new but very important. We love working with employers to make it their own!



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Additional Resources

Workplace Resources

North Carolina Department of Labor: Workplace Rights
<https://www.labor.nc.gov/workplace-rights>

Shatterproof: Ending the Stigma of Addiction
<https://www.shatterproof.org/our-work/ending-addiction-stigma>

National Safety Council: Opioids at Work Employer Toolkit
<https://www.nsc.org/pages/prescription-drug-employer-kit>

National Safety Council: Substance Use Cost Calculator
<https://www.nsc.org/forms/substance-use-employer-calculator>

New Hampshire's Recovery Friendly Workplace Initiative
<https://www.recoveryfriendlyworkplace.com/>

Nevada's Recovery Friendly Workplace Initiative
<https://forrecovery.org/workplace/>

SAMHSA'S Drug-Free Workplace Guidelines
<https://www.samhsa.gov/workplace/resources>

Resource Databases

United Way of North Carolina 211
<https://www.unitedwaync.org/nc-211>

NCCARE360
<https://nccare360.org/>

Wilkes Community College Student Resources
<https://www.wilkescc.edu/resources/>

Faces and Voices of Recovery Mutual Aid
<https://facesandvoicesofrecovery.org/resources/mutual-aid-resources/>

Aunt Bertha Social Care Network
<https://company.auntbertha.com/>

FindHelp.org A Service of Aunt Bertha
<https://www.findhelp.org/>

NC Department of Health and Human Services
<https://www.ncdhhs.gov/assistance>

Recovery Resources

Recovery Research Institutes' "Addictionary"
<https://www.recoveryanswers.org/addiction-ary/>

Wilkes Recovery Revolution, INC.'s Website
<https://www.wilkesrecoveryrevolution.com>

Face's and Voices of Recovery's Website
<https://facesandvoicesofrecovery.org/>

NC Region of Narcotics Anonymous
<https://ncregion-na.org/>

SMART Recovery Life Beyond Addiction
<https://www.smartrecovery.org/>

Young People In Recovery All-Recovery Resources
<https://youngpeopleinrecovery.org/>

Alcoholics Anonymous 12-Step Recovery Meetings
<https://www.aa.org/>



Recovery Friendly Workplace Toolkit

Health and Wellness – SAMHSA's Guidelines



How do we support these in the workplace?

Intellectual - Education/Training, Facilitate Conversation

Emotional - Self-Care / Stress Management Plans

Physical - Honor Nutrition, Activity, & Rest Needs

Social - Support Healthy Coworker Relations

Occupational - Work-life Balance, Safe-Spaces

Financial - Address Debt and Savings Planning

Environmental - Maintain Safe, Comfortable Workspaces

Spiritual - Connection, Service, & Respect of Practices

More from SAMHSA

Wellness - a multi-dimensional review of health, life, and the ways in which we experience them.

Creating Balance - across all aspects of wellness (eating habits, sleeping habits, social habits, work/life balance etc.)

Embracing Support from Others - relationships of trust, places of worship, community centers, and support meetings are all excellent places to access support in a healthy way.

Valuing Routines and Habits - habits form over time - sticking to a routine becomes easier with regular practice

Wellness Action Planning - identify resources for support, attainable first-steps, and a reasonable timeline for achieving new goals



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**From 2000–2020
more than 28,000
North Carolinians
lost their lives to
drug overdose.**

(NCDHHS, 2021)



Why?

**In the same twenty years, 932,000 Americans
have died from a drug overdose. (CDC, 2021)**



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Recovery Friendly Workplace Initiative



Thank you to the state of New Hampshire and the state of Nevada's Recovery Friendly Workplace Initiative for sharing resources, successes, consultation, and data.

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Visit their websites at www.recoveryfriendlyworkplace.com (NH) and www.workplace.forrecovery.org (NV)

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Special thanks to Samantha Steele, Recovery Friendly Workplace Ambassador with Foundation for Recovery in Las Vegas, NV, for integral consultative support and dedication to all Recovery Friendly Workplace Initiatives nationwide.

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This initiative's toolkit and materials were created by Ariana Williamson with the guidance and support of Wilkes Recovery Revolution's Executive Director, Devin Lyall, and the ProjectHOW steering committee.



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We do recover.

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